

Area Positions to be voted on plus yearly VRC workshop speaker.

	Term expires. New Trusted Servants Elected (must be present)	Bring nominations to area, include nominations in minutes along with willingness statement (must be present)	Announce at area and include in minutes to bring nominations the next month to area.
ASC Chair	March	February	January
ASC Vice-chair	March	February	January
ASC Treasurer	March	February	January
ASC Alternate Treasurer	March	February	January
Activities	March	February	January
Literature	March	February	January
Newsletter	March	February	January
RCM	July	June	May
RCM Alternate	July	June	May
NA in May	July	June	May
VRC Speakers 3 years clean	Vote in July	June	Announce in May at area and include in minutes
ASC Secretary	September	August	July
ASC Alternate Secretary	September	August	July
Hospitals & Institutions	September	August	July
Outreach	September	August	July
Policy & Procedures	September	August	July
Public Relations	September	August	July

- A. The nominations of ASC officers should come from active GSRs or other appropriate service committee members.
- B. Two months prior to the end of term of any officer (Jan. or May or July), the ASC chairperson shall advise the ASC that nominations are open for that position.
- C. One month prior to the end of term of any officer (Feb. or June or Aug.), nominations for that office shall be solicited.
 - 1. An explanation of that position's duties and responsibilities shall be provided.
 - 2. The nominee must be present to express their willingness and provide their qualifications.
 - 3. The nominee must also provide this information in writing to the ASC.
 - 4. Attendance of the nominee is mandatory.
 - 5. Written qualifications will not be accepted from absent nominations.
- D. A motion must be made at this time (Feb. or June or Aug.) to close nominations. At the following ASC (March or July or Sept.), the positions will be voted on at area. If no one is elected, nominations will be reopened.

RESPONSIBILITIES AND QUALIFICATIONS

A. AREA CHAIR

1. A chairperson arranges an agenda in cooperation with the ASC secretary and ASC treasurer, presides over monthly meetings and is responsible for correspondence and maintaining area files.
2. In absence of archivist, the archives will be kept and maintained by chairperson.
3. Should be one of the co-signers of the ASC's bank account.
4. The chairperson may vote only to break a tie.
5. Must be capable of adhering to atmosphere of recovery while conducting business meetings.
6. **A minimum of two years continuous abstinence from all drugs.**
7. One year commitment.
8. Service experience, preferably as GSR, Subcommittee chair or administrative committee experience not required.
9. Understanding of the Twelve Traditions of NA through application.
10. Willingness to give the time and resources necessary for the job.
11. Upon election he/she should resign as any area elected position, and GSR or alternate GSR.
12. Should have organizational skills.
13. Should be one of the co-signers of the area safety deposit box and keep one of the keys to the deposit box.

B. AREA VICE CHAIR

1. A vice chair assists all subcommittee functions as needed. In the absence of a subcommittee chair, the vice chair will perform the duties of the chairperson as needed.
2. In the absence of the chair, the vice chair shall perform the duties of the chair. Should be one of the co-signers on the ASC's bank account.
3. **A minimum of one year of continuous abstinence from all drugs.**
4. One year commitment.
5. Service experience preferably as GSR. Subcommittee chair or administrative committee experience not required.
6. Understanding of the Twelve Traditions of NA through application.
7. Willingness to give the time and resources necessary for the job.
8. Upon election he/she should resign as any area elected position and GSR or alternate GSR.
9. Should have organizational skills.
10. Should be one of the co-signers of the area safety deposit box.
11. The Area Vice-Chair shall be responsible for maintaining the P.O. Box Account. This includes adding authorized people to the pick-up list or changing the primary contact to the Chair or incoming Vice-Chair with an authorization note on WTASC letterhead or changing the primary contact to the Chair or incoming Vice-Chair.

C. AREA SECRETARY

1. A secretary keeps accurate minutes of each business meeting, and relays reports from groups and subcommittees "AS WRITTEN". Minutes are to be typed and distributed to each GSR, subcommittee chair, and web coordinator no later than ten days following each ASC meeting. Minutes should be verified by the chairperson before distribution. Keeps area guidelines updated in the absence of the policy chair.
2. **A minimum of one year continuous abstinence from all drugs.**
3. One year commitment.
4. Service experience preferably as GSR. Subcommittee chair or administrative committee experience not required.
5. Understanding of the Twelve Traditions of NA through application.
6. Willingness to give the time and resources necessary for the job.
7. In the absence of the ASC chair and vice chair, will perform the duties of the chair.
8. Should have organizational skills.

D. **AREA ALTERNATE SECRETARY**

1. In the absence of the secretary, the alternate secretary will perform the duties of the secretary.
2. **Suggested minimum of one-year continuous abstinence from all drugs.**
3. One year commitment.
4. Service experience, preferably as GSR. Subcommittee chair or administrative experience not required.
5. Understanding of the Twelve Traditions of NA through application.
6. Willingness to give the time and resources necessary for the job.

E. **AREA TREASURER**

1. A treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the end of the year.
2. Shall be a co-signer of the ASC bank account.
3. Sufficient bookkeeping/accounting experience suggested.
4. Can be made responsible for bulk purchases of literature for the groups.
5. **Minimum of three years of continuous abstinence from all drugs.**
6. One year commitment.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Understanding of the Twelve Traditions of NA through application.
9. Willingness to give the time and resources necessary for the job.
10. Should have a reliable source of income.
11. Should have organizational skills.
12. Should be one of the co-signers of the area safety deposit box.

F. **AREA ALTERNATE TREASURER**

1. **Minimum of two years of continuous abstinence from all drugs.**
2. One year commitment.
3. Sufficient bookkeeping/accounting experience suggested.
4. Should have a reliable source of income.
5. Work in cooperation with treasurer in maintaining accurate financial records
6. Act as treasurer in treasurer's absence.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Understanding of the twelve traditions of NA through application.
9. Should have reliable source of income.
10. Willingness to give the time and resources necessary for the job.
11. Should have organizational skills.

G. **AREA REGIONAL COMMITTEE MEMBER (RCM)**

1. An RCM is to an ASC what a GSR is to the group. As the representative of the area, the RCM speaks for the members and groups within the ASC.
2. Works for the good of NA providing two-way communication between the area and the rest of NA, particularly with neighboring ASC's and region.
3. Represent the group conscience of an ASC at a Regional level.
4. Attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience.
5. The RCM will report to the GSRs two areas before regional nominations requesting nominees for regional administrative position from the groups. One area before the regional nominations are due the GSRs will present any nominee (nominee shall be present) to the committee after the RCMs report. At that time there will be a vote of confidence taken for each individual nominee separately. This vote of confidence will take a simple majority vote for the RCM to present nominee to region.

6. May serve on one or more ASC and RSC subcommittees, but not as a chairperson.
7. Cannot serve as GSR or alternate GSR.
8. Must be able to work for the common good, placing principles before personalities at all times.
9. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
10. Willingness and ability to give the time and resources necessary for the job.
11. **Minimum of three years of continuous abstinence from all drugs.**
12. One year commitment.

H. **AREA REGIONAL COMMITTEE MEMBER (RCM) ALTERNATE**

1. Become familiar with RCM responsibilities and fills in for RCM if he/she is absent or for any reason is unable to complete the term of office.
2. Attends all ASC and RSC meetings.
3. Two-year commitment—first year as alternate, and second year as RCM.
4. **Minimum two years of continuous abstinence from all drugs.**
5. May serve on one or more ASC or RSC subcommittees, but not as chairperson.
6. Cannot serve as GSR or alternate GSR.
7. Service experience preferable as GSR. Subcommittee chair or administrative committee experience not required.
8. Willingness and ability to give the time and resources necessary for the job.

ACTIVITIES SUBCOMMITTEE CHAIR

A. Chairperson

1. Requirements:
 - a. Willingness and desire to serve.
 - b. One year commitment.
 - c. **Minimum of one year clean time.**
 - d. Minimum of six months of service involvement in NA (preferably in activities).
 - e. An understanding of the Twelve Steps and Twelve Traditions of NA through application.
 - f. Time and resources to be an active participant.
 - g. Attendance at West Tennessee Area Service Committee meetings.
2. Duties:
 - a. Responsible for planning, coordinating, and implementing all area activities.
 - b. Accountable for all funds spent or acquired by the subcommittee.
 - c. Acts as a liaison between the area and activities subcommittee.
 - d. Maintains order in subcommittee meetings, and is ultimately responsible for the functioning of the subcommittee and the maintenance of files and records.
 - e. Submits a monthly written report, including expenditures and funds generated, to be included in the ASC minutes.
 - f. Should be familiar with the West Tennessee Area Service Committee Guidelines.

HOSPITALS AND INSTITUTIONS (H&I)

CHAIRPERSON: (SUGGESTED CLEAN TIME REQUIREMENT TWO YEARS)

- Requires completion of H&I orientation.
- Elected by the West Tennessee Area Service Committee.
- Must attend all monthly H&I Subcommittee meetings.
- Presides at Subcommittee meetings.
- Prepares an agenda for all Subcommittee meetings.
- Maintains order at the meeting.
- Provides representation of the Subcommittee and a written monthly report to the West Tennessee Area Service Committee.
- Attends H&I presentations when applicable to observe and assist the Panel Members in carrying a clear NA message.
- Creates an annual Subcommittee budget to be submitted to the West Tennessee Area Service Committee.

LITERATURE

A. Chairperson

1. Requirements
 - a. Willingness and desire to serve.
 - b. One year commitment.
 - c. **Minimum of one year clean time.**
 - d. Prior service involvement of six months.
 - e. Working knowledge of the Twelve Steps and Twelve Traditions of NA.
 - f. Time and resources to be an active participant.
 - g. Attendance at Area Service meetings.
2. Duties: As outlined under "Duties of Officers" pg. 3, NA Conference approved handbook, "Handbook for Narcotics Anonymous Literature Committees" 1986 by WSO, Inc., P.O. Box 9999, Van Nuys, California 91409 USA, with the addition of adding the duty of ordering and distributing literature for WSO to groups and subcommittees. "The Chair is responsible for communicating with other officers of the committee to ensure continuity of effort. The chair sets up and schedules regular meetings including the times, dates, and locations and directs the focus of the meeting. In addition, the Chair is responsible for making regular reports to the appropriate service committee (area or regional) and service as a liaison between the World Literature Committee and the members in the area or region."

NA IN MAY SUBCOMMITTEE CHAIR

A. Chair

1. Preside over subcommittee meetings and maintain files.
2. Shall be one of the co-signers of the NA in May bank account.
3. Have ability to make bank deposits to NA in May bank account w/correct documentation to be provided to the NA in May Treasurer/Registration.
4. **Suggested minimum two (2) years abstinence from all drugs.**
5. One (1) year commitment.
6. Understanding and application of the Twelve Traditions of NA through application.
7. Willingness to give the time and resources necessary for the job.
8. Verify camp registration and help negotiate contract.
9. Provide written monthly report to ASC, to include financial records, bank statements, and checkbook for open inspection to ASC and GSR's.
10. Oversee entire NA in May event and confirm participants are in touch with the correct subcommittee for their assistance.
11. Assist with the cooks meeting Friday night prior to contest.
12. Assist with the Awards Presentation on Saturday afternoon.
13. Introduce Main Speaker at Saturday night's meeting.
14. Oversee Final pack up and cleanup on Sunday morning.
15. Attend final walk-thru with Park Ranger on Sunday morning.
16. Reserve camp site for next year's event and close out current year's event.
17. Give final report to ASC.

II.
III.

NEWSLETTER SUBCOMMITTEE CHAIR

Chairperson

1. Requirements
 - a. **Minimum one year clean time.**
 - b. Previous service experience in NA (group or area level).
 - c. One year commitment.
 - d. Willingness and desire to serve.
 - e. Understanding of the Twelve Steps and Twelve Traditions of NA through application.
 - f. Time and resources to be an active participant.
2. Duties
 - a. Editor of newsletter.
 - b. Presides over subcommittee meetings.
 - c. Reports regularly to ASC.
 - d. Attends monthly ASC meetings.

OUTREACH SUBCOMMITTEE CHAIR

A. Chairperson

1. Requirements
 - a. Fulfills all general requirements
 - b. Ability to organize subcommittee and give the subcommittee direction and encouragement.
 - c. **Suggested minimum 1 year clean time** and previous service experience in NA with 1 year commitment.
2. Duties
 - a. Responsible for the overall functions of the subcommittee.
 - b. Arranges agenda for subcommittee meetings.
 - c. Presides over subcommittee meetings.
 - d. Maintains communication and cooperation between subcommittee members and the ASC.
 - e. Keeps subcommittee focused on purpose
 - f. Attend all ASC meetings.

POLICY & PROCEDURE SUBCOMMITTEE CHAIR

- A. Requirements
 1. **Minimum four years clean.**
 2. Minimum two years ASC experience, i.e. GSR, Administrative Committee, Subcommittee Chair.
 3. Willingness and desire to serve.
 4. One year commitment.
 5. Understanding of Twelve Steps and Twelve Traditions through application.
- B. Duties
 1. Prepares the agenda for each meeting.
 2. Presides over all meetings of the Policy Subcommittee.
 3. Coordinates and keeps records of the Policy Subcommittee.
 4. Attends all ASC meetings.

PUBLIC RELATIONS (PR) SUBCOMMITTEE CHAIR

Chairperson

i. Requirements

1. **One year clean time**
2. Previous NA service experiences preferably at Area or Regional levels, preferably in Public Relations
3. Ability to organize and give the committee direction and incentive

ii. Duties

1. Arrange time and agenda for meetings
2. Initiates all necessary correspondence, including communication between Areas, Regions, and WSC Public Relations
3. Is ultimately responsible for files, records, and over-all functioning of this committee
4. Regular attendance at WTASC meetings